RADIO EQUIPMENT INVENTORY PROCEDURES 8052

The following section details procedures the TCO is to follow in receiving, distributing, assigning, transferring, loaning, surveying and disposing of radio equipment.

CDF PROPERTY 8052.1

PROCEDURES FOR NEW RADIO EQUIPMENT 8052.1.1

Senior TCO or staff analyst

- authorizes and purchases radios per CDF policies and guidelines
- (**note:** regions/units must submit written requests through administrative channels for new equipment requests)
- receives equipment from vendor
- attaches sequential property numbers to equipment in sequence with serial numbers when possible
- provides radios with the proper transmit and/or receive frequencies per CDF policy and region office instructions
- records all required information on Telebase
- ships equipment (except consoles) to region office with a completed AO-158A (Transfer of Communications Equipment) and retains copies as needed.

Region TCO

- receives new equipment from Sacramento, inspects equipment for discrepancies and confirms delivery to CDF Senior TCO or assigned HQ analyst (if discrepancies occur, immediately notifies Senior TCO or assigned analyst by telephone) and notes discrepancy on original AO-158A
- returns fully executed copy of AO-158A to HQ. Retains copies as needed
- records information in Telebase
- assigns equipment to administrative units and arranges for delivery/pickup-accompanied by an original completed AO-158A and necessary information for unit to complete Telebase entries and retains copies as needed.
- receives fully executed original AO-158A from administrative unit and destroys suspense copies.

Administrative Unit TCO

- receives equipment from region
- inspects equipment for any discrepancies and confirms delivery to region TCO
- if discrepancies occur, immediately notifies the region TCO and notes discrepancy on original AO-158A
- returns fully executed AO-158A to region office
- retains copies as needed
- records information in Telebase
- assigns equipment per Sacramento, region and local policies

PROCEDURES FOR TRANSFER OF RADIO EQUIPMENT 8052.1.2

(No. 9 Sept. 1995)

Sending Unit TCO

- Contacts region TCO for Transfer of Communications Equipment (AO-158A) document number
- records document number in Telebase
- completes AO-158A
- retains copies as needed
- sends equipment with original AO-158A to receiving unit

Receiving Unit TCO

- receives equipment
- signs receiving unit block on AO-158A and retains copies as needed
- records information in Telebase
- sends original AO-158A to next level TCO
- assigns equipment per Sacramento, region and local policies

Next Level TCO

- receives original AO-158A
- records information in Telebase
- signs AO-158A
- retains copies as needed
- sends fully executed original AO-158A to sending unit

Sending Unit TCO

- receives fully executed original AO-158A
- deletes information from Telebase
- files original AO-158A
- destroys any corresponding AO-158As from pending file

PROCEDURES FOR SURVEY OF RADIO EQUIPMENT **8052.1.3**

(No. 9 Sept. 1995)

Sending Unit TCO

- transfers equipment to region TCO per above procedure

Region TCO

- receives equipment and original AO-158A from sending unit
- enters information in Telebase
- signs and returns original AO-158A to sending unit
- retains copies as needed
- identifies need for surplus radios in the region
- if needed, transfers radios per transfer procedure
- if no need exists:
- removes all CDF numbers, markings, etc. and frequency determining elements if appropriate
- completes AO-152A (Survey of Communications Equipment)
- sends fully executed original AO-152A to senior TCO or assigned analyst and attaches 296C-Removal of Communications Equipment
- retains copies as needed
- disposes of radios per CDF policy

Senior TCO or analyst

- receives AO-152A
- changes equipment location code in Telebase
- returns fully executed original AO-152A to region TCO
- retains copies as needed
- transmits the Division Equipment Removal Report, COM-296C
- retains copies of COM-296C

Region TCO

- receives fully executed original AO-152A
- changes equipment location code in Telebase

PROCEDURES FOR LOAN OF RADIO EQUIPMENT   **8052.1.4**
(No. 9 Sept. 1995)

Loaning Unit TCO

- receives request for equipment
- identifies available excess equipment to fill request
- assigns disposition number
- makes necessary entries in Telebase, i.e.: Remarks/Date
- completes Advice of Items Loaned F-19
- retains copies as needed

Receiving Unit TCO

- receives equipment
- records information in Telebase (optional)
- signs and returns fully executed F-19 to loaning unit TCO

PROCEDURES FOR ACQUIRING ADDITIONAL RADIOS AND   **8052.1.5**
REPLACEMENT OF EXISTING RADIOS
 (No. 13 October 1999)

No radio equipment will be added to the CDF telecommunications inventory unless funding has first been identified by the requestor and approved by the Headquarters Deputy Chief of Telecommunications.

After approval radios can be added to the department's radio inventory by using one of the following processes:

- Purchased with new money derived through the BCP process.
- Purchased by individual units and programs using operating funds.

When a piece of radio equipment is added to the department's inventory, there are four cost elements that must be covered.

1. **Acquisition cost**: this is the actual purchase price.

2. **Installation cost**: a charge to the department from the Department of General Services, Telecommunications Division for powering-up radio. Acquisition and installation costs can be covered by a one-time charge to the unit or program PCA.

3. **Maintenance cost**: an annual flat rate charged to the department by the Department of General Services, Telecommunications Division for maintenance of the radio.

4. **Amortization cost**: an annual dollar amount needed to augment the replacement budget so that the radio can be replaced when it is no longer repairable. The dollar amount is derived by dividing the purchase price by the normal lifespan, as provided to the department by the Department of General Services, Telecommunications Division.

    Annual maintenance and replacement costs must be covered by a **permanent budget transfer** from the unit or program budget to the Sacramento Headquarters Telecommunications 02300 PCA.

Tables of standard costs for the four cost components for all types of radio equipment is available from the Sacramento Headquarters Telecommunications Systems Manager upon request.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.